

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATOR PREPARATION PROGRAMS – COACH

BASIC FUNCTION:

Serve as a coach for candidates enrolled in the Santa Clara County Office of Education (SCCOE) Educator Preparation Programs (EPP) approved by the Commission on Teacher Credentialing (CTC); Provide assistance, mentoring, and ongoing support to assigned intern and induction candidates in meeting program requirements and professional growth goals; Coaching is aligned to the Teaching Performance Expectations (TPEs), California Standards for the Teaching Profession (CSTPs), and program expectations, and includes support with performance assessments, instructional practice, and professional responsibilities required for recommendation for a California credential.

REPRESENTATIVE DUTIES:

Provides assistance and ongoing support to each assigned candidate in meeting support plan goals and program requirements;

Supports candidates in managing and completing required program submissions, including performance assessments such as CalTPA when applicable;

Meets regularly with assigned candidates in accordance with program expectations;

Maintains confidentiality and establishes a professional and supportive coaching relationship with assigned candidates;

Serves as a mentor to beginning teachers by providing guidance, feedback, and professional support;

Assists candidates in reflecting on their teaching practice and analyzing student work to improve instruction and student achievement;

Models effective instructional strategies through consultation, demonstration, discussion, and collaboration;

Helps candidates identify instructional resources and supports available within the school and district. Maintain and submit required documentation related to coaching activities and candidate progress;

Participates in coach orientation, required trainings, professional development, and program meetings;

Collaborates with program staff, faculty, and district personnel to support candidate success;

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Promotes collegiality and professional growth by supporting candidates individually or in small group settings as assigned;

Coordinates with district support providers and site administrators as appropriate;

Maintains communication with the Educator Preparation Programs office regarding candidate progress and concerns;

Demonstrates professionalism, organization, and effective communication in all coaching responsibilities.

ESSENTIAL DUTIES

Provides coaching and mentoring to intern and induction candidates enrolled in CTC-approved educator preparation programs;

Supports candidates in meeting Teaching Performance Expectations (TPEs) and California Standards for the Teaching Profession (CSTPs);

Conducts regular meetings with assigned candidates as required by program guidelines;

Provides feedback to support candidate growth and successful program completion;

Maintains accurate records and submit required documentation in a timely manner;

Participates in required trainings, meetings, and program activities;

Maintains professional conduct and confidentiality consistent with the expectations of the teaching profession.

OTHER DUTIES

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Teaching Performance Expectations (TPEs);
 California Standards for the Teaching Profession (CSTPs);
 Commission on Teacher Credentialing (CTC) requirements;
 Principles of coaching, mentoring, and adult learning;
 Effective instructional practices;

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Inclusive educational practices;
IEP processes and special education procedures (for Education Specialist assignments);
Performance assessment requirements including CalTPA;
California public school systems and structures;
Technology platforms used for communication and documentation.

ABILITY TO:

Ability to mentor and support adult learners;
Professional communication skills (oral, written, electronic);
Organization and time management;
Problem solving and decision making;
Collaboration and interpersonal skills;
Cultural competence and professionalism;
Ability to maintain confidentiality;
Technology proficiency.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Valid California Multiple Subject, Single Subject, or Education Specialist Credential; minimum three years of successful teaching experience; experience mentoring, coaching, or supporting teachers preferred; and experience working with adult learners desirable.

LICENSES AND OTHER REQUIREMENTS

Valid California Teaching Credential appropriate to assignment;
Ability to meet Commission on Teacher Credentialing requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Virtual and/or site-based coaching environment;
Travel to school sites may be required;
Evening meetings may be required;
Occasional weekend activities;
Extended computer use;
Interaction with adult learners in synchronous and asynchronous formats;
Meetings outside regular business hours as needed.

PHYSICAL DEMANDS:

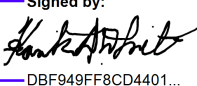
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials.

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HAZARDS:

Slipping, tripping, falling;
Ergonomic injuries, repetitive motion injuries, eye strain;
Indoor air pollution.

	Signed by:  DBF949FF8CD4401...	8/13/2026 3:11 PM PDT
Approved:	Kanika D. White, Ed.D. Associate Superintendent-Human Resources	Date

	Signed by:  AEFF8FA0C5E741B...	8/13/2026 2:54 PM PDT
Authorized:	Dr. David M. Toston, Sr. County Superintendent of Schools	Date